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Approved For Release 2002/08/23 : CIA-RDP61-00274A000100060003-8

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 27 October 1950

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SUBJECT: Follow-up on Budget Staff Survey of 16 March 1950.

1. Budget Staff man-year control card file.

a. The manual control card file is in the process of transfer to tabulating machine procedures. A change-over date has been established for about 15 November 1950.

2. Allotments of funds to offices and staff sections.

a. Allocation letters were issued to all offices at the beginning of the fiscal year announcing tentative allotments pending passage of the appropriations bill.

b. Since passage of the appropriations bill an analysis has been made with all offices of fund requirements for the fiscal year. The final allocations have been concurred in by the offices and advices of allotments are being issued. The allotment is broken into four quarterly amounts which are shown on a quarterly rather than a cumulative basis.

3. Revision of Report of Obligations and Expenditures.

a. New forms have been adopted which indicate more clearly to operating officials the status of allocated funds. Also close liaison is maintained with operating officials by budget analysts to assist in day to day budget execution.

4. Furnishing reports of obligation and expenditure direct to operating offices rather than through Budget Staff.

a. These reports are now being furnished direct by Fiscal Division, Administrative Staff.

5. Prevention of last minute rush in budget presentation.

a. Efforts to resolve this problem during preparation of the 1952 budget were only partially successful.

Document No. 003

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6. Review of PRC submissions prior to Committee hearings.

a. Provision for this review is included in new  
CIA Regulation

7. Issuance of change slip in lieu of revised advice of allotment to reflect changes.

a. The Budget Staff is still of the opinion that revised advice of allotment is the preferable method.

b. Study was made of possibility of reduction in number of allotment accounts, which was not adopted. The Budget Officer believes that reduction in number of accounts will not provide him the details necessary for effective budget control and execution.

8. Object and sub-object classification.

a. Object classification is prescribed for Government-wide use by Budget and Treasury Departments. Sub-object classification has been reviewed and improved by the Budget Staff.

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9. Application of IBM machines for cost accounting.

a. This is more a fiscal than a budget matter. The possibilities should be explored further when study is made of fiscal payroll and accounting by machine methods.

10. Budget-Management Survey coordination and follow-up.

a. This is being accomplished.

11. Statement of functions for Budget Staff and for analysts and other personnel of the Staff.

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a. Statements of functions for the Budget Staff approved and incorporated in Agency Regulation

b. Statements of functions for analysts and other personnel prepared and being considered by the Budget Officer. Have not yet been submitted to Management Staff for review.

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12. Status of projects which were under consideration by Budget Staff at time of Survey.

a. A system for allotment, control and reporting of unvouchered funds based on the system used for vouchered funds was installed, effective 1 July 1950. The system was fully coordinated with the offices concerned.

b. The preparation of operating procedures for internal operations of the Budget Staff has been initiated. This project was temporarily suspended during the preparation of the 1952 budget.

c. A uniform file system for the office was devised and has been installed.

d. Progress is being made on the development of an effective uniform approach to the allotment and control of items which are required for two or more offices such as films, publications, stock items, etc. All requirements for these items are included in the budget for one office based on estimates received from all offices concerned.

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